



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <i>June 22, 1976</i>	1. Agency Address <i>Department of Human Resources Division of Mental Health & Mental Retardation 47 Trinity Avenue, Rm. 537-H Atlanta, Georgia</i>	Application Number <i>76-277</i>	
Application Number <i>DHR-72</i>		Date Received <i>JUN 28 1976</i>	Date Completed <i>AUG 10 1978</i>
2. Person to Contact <i>Joy Bradley</i>		Working Title <i>Deputy Director</i>	Telephone Number <i>4913</i>
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <i>1973</i> Latest <i>Present</i>		5. Records Series Title (followed by title used in office, if different) <i>Community Mental Health Center Grant Operations Files</i>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <i>The Division of Mental Health administers the mental health, mental retardation and other developmental disabilities, drug abuse, alcoholism, and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers.</i>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <i>Documents relating to APPLYING for a federal grant to operate a Mental Health and Mental Retardation Center within the State of Georgia.</i> <i>Included but not limited to are: Application for Federal Assistance; Project Approval Information; Budget Information; Program Narrative identifying objectives and need for assistance, results or benefits expected, operations approach, geographic location; Assurances that Applicant will follow prescribed policy and procedures; and Supplemental Budget Information; correspondence relating to application, development monitoring reports; and similar and related information.</i> <i>File is arranged: chronologically by year thereunder alphabetically by name of Center.</i>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <i>10</i> ; Seven to twelve months old <i>10</i> ; Thirteen to twenty-four months old <i>5</i> ; twenty-five months and older <i>1</i> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <i>2</i> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy. <i>Some consolidated information will be found in Mental Health Director's Subject Files</i>
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>HEW, Community Mental Health Center</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>5</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.
 Retention period: 3 years after submission of annual expenditure report or until resolution of all audit questions. 42 CFR 51.104, 51.111
 Based on reference experience this office needs these files for 5 years.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 3 year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jay C. Bradley</i>	<i>Jun 23, 1976</i>	<i>Will J. McDonald RMO</i>	<i>6-25-76</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>8-5-76</i>
		Secretary of State/Designee	<i>8-4-76</i>
		Attorney General/Designee	<i>8-9-76</i>